



MS Office

Outlook with Screen Reader

Calendar Basics

Calendar is the scheduling component of Outlook.

You can view your calendar in various ways. **Give it a try!**

1. Navigate to your inbox and press Control + 2 to get to the calendar.

Tip: To get back to your inbox, press Control + 1.

2. There are several calendar viewing choices:
Day, Work Week, Standard Week, and Month view.
 - **Day view:** Press Control + Alt + 1. When you're in Day view, press the up arrow key to move backward through the day in 30-minute increments. Press the down arrow key to move forward through the day in 30-minute increments. Press the left arrow key to move back a day and the right arrow key to move forward a day.

- **Work Week view:** Press Control + Alt + 2. This shows Monday–Friday. Press the left and right arrow keys to move through different days.
 - **Standard Week view:** Press Control + Alt + 3. This view includes weekends.
 - **Month view:** Press Control + Alt + 4. This shows the entire month. Press the up arrow to move back a week, and press the down arrow to move forward a week. Press the right and left arrow keys to move day by day.
3. Switch back to Day view by pressing Control + Alt + 1.
 4. To go to a specific day, press Control + G.
 5. You land in a dialog box where you can enter the specific date you want to go to. Type in two digits for the month and a slash, two digits for the day and a slash, and four digits for the year, for example 01/01/2022. Then press Enter to go to that date.

There are a variety of ways to view your calendar so you can be more organized with your appointments. You can explore more workshops in this series. Try them out to see which ones are the most helpful to you!